Advice when applying for roles at The National Lottery Community Fund

We want to support you in making a strong application to The National Lottery Community Fund. Below is some helpful advice about our application process to guide you along the way.

Uploading your CV

Please upload your CV in Microsoft Word format. This helps ensure a smooth experience, as we operate an anonymous application process. Your employment history, qualifications, and education will be automatically transferred into the relevant fields, with all personal and confidential information removed.

You application

Why do you want to work for us – Please keep this section brief. It won't be scored, but it offers a helpful introduction to you and your motivations for applying. It's a chance to share what draws you to The National Lottery Community Fund.

Supporting Statement (1000 words max) - This is your opportunity to build on your CV and clearly demonstrate how you meet the requirements for the position you are applying for. It is important that you refer to the job advert and role profile.

We score applications against eight criteria, listed under the 'Essential' and 'Desirable' criteria headings in the job advert. Provide examples from your experience demonstrating how your previous roles give you the skills and expertise to fit the criteria. We will also refer to your work history section where you have detailed responsibilities of previous positions.

Top tip: Structure your supporting statement into eight clear paragraphs, each one directly aligned with a specific criteria from the job advert. This structure helps ensure your experience is easy to follow and fully addresses what the panel is looking for.

We will only use the information provided in the application form to identify candidates to invite to the next stage of the selection process. In accordance with our inclusive recruitment approach, the shortlisting panel will only receive details on education and employment history, right to work and supporting statement. Your application will be anonymised, and protected characteristics removed.

We ask that all applications are completed online, however if you require reasonable adjustments that prevent you completing an application, please contact our Recruitment Team on 0121 368 0046 or email recruitment@tnlcommunityfund.org.uk.

We are committed to a fair and inclusive recruitment process and will make reasonable adjustments to meet individual needs. As a Disability Confident Employer, our application form includes a question about declaring a disability. This information is not shared with hiring managers during shortlisting.

We welcome conversations about flexible working, including part-time or job share arrangements. These options are considered on a role-by-role basis in line with business needs. If you'd like to discuss this before applying, please get in touch with us.

Each vacancy will include specific timelines. Please note that applications submitted after the closing date cannot be considered.

A Note on Using AI Tools in Your Application

We understand that writing an application can feel daunting, and it's completely okay to seek support. AI tools like ChatGPT, Gemini, Copilot and Claude can be helpful for organising your thoughts, refining your wording, and checking grammar especially if written communication isn't your strongest area.

AI can provide a useful starting point but it's important that your job application reflects you, your voice, your experiences, and your motivations. We've noticed an increase in volume of applications and a growing trend of applications that feel very similar, too generic. Hiring Managers are looking to understand who you are as an individual and all your experience with examples related to your working history.

Following your application and our interview process

We will always provide an update on your application following shortlisting. Keep an eye on your inbox, portal and junk mail as we sometimes do find our emails find their way in there!

If you're selected for interview, we'll share the competency-based questions in advance to give you time to reflect and prepare a range of examples from your experience.

Please note: this process may vary for certain roles, especially those at senior or specialist levels.

We're looking for authenticity in your responses, so while preparation is encouraged, we ask that you avoid scripted answers. Our interviewers will likely ask follow-up questions to explore your examples in more depth and understand your genuine approach and thinking.

Interview questions will also be shared via the MS Teams chat or provided in printed form on the desk during the interview.

Should you have any questions: Recruitment@tnlcommunityfund.org.uk

Good luck!